

**Delegation of Authority for Employee Relations Actions
ADMINISTRATIVE SERVICES DIVISION**

TYPE OF ACTION	Director	Supervisors
1. Letters of Caution or Warning	X	X
2. Letters of Reprimand	X	X
3. Proposals for suspensions 14 days or less	X	X
4. Decisions for suspensions 14 days or less	X	
5. Proposals for suspensions of more than 14 days, removals, demotions and furloughs	X	X
6. Decisions for suspensions of more than 14 days, removals, demotions and furloughs	X	
7. Termination of temporary and probationary employees	X	X
8. Reconsideration of Within Grade Increase Withholding	X	

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